



## Board Meeting Agenda

8/3/12 Butte, MT

- **Attendees (In Person):** Jim Aspevig, Charie Faught, Marcy Johnson, James Cox, Dave Nixdorf, Marcie Reddinger,
- **Attendees (Teleconference):** Deb Anderson, Toni Wood, John Osment, Tom Hering, Damien Brockel, Kristin Greenwald
- **Board Members Excused:** Rita Spear
- **Board Members Absent:** Candy Deruchia

**Meeting called to order by Dave Nixdorf at 9:15 am.**

- **Previous Meeting Minutes**

The minutes from the 6/22/12 board meeting were approved.

- **New Board Member Tasks**

- Introductions
- Board Policy Review
  - The board policy was reviewed. Dave reviewed the need for communication when planning meetings or when board members are unable to attend meetings. Tom would like as much advance notice of meetings as possible – we will discuss scheduling all meetings 1 year in advance at the next board meeting.
- Assign Mentor
  - The following mentors were assigned:
    - Charie Faught mentoring Jim Aspevig
    - John Osment mentoring James Cox and Damien Brockel
    - Mary Johnson mentoring Deb Anderson and Kristin Greenwald
    - Candy mentoring Tom Hering

- **Old Business**

- Spring Meeting
  - Attendee survey
    - The survey has been drafted, but it hasn't been sent out to members yet. Charie is going to follow up with Rita regarding this and the CPHIMS CE credits to get this information sent out.
  - Presentations
    - We still don't have all the presentations from the Spring Conference. Cerium may have left their presentation of Dave's laptop – he will check his laptops to see if he can find it. Marcy got Dr. Griffin's. Candy will need to follow-up with Acadia, the REC, and Barbara Hobbs to get theirs. Toni will reach out to Candy regarding this.
  - Pictures
    - John will put the pictures he took on the website.

- Fall Meeting
  - Board meeting will be held 8 AM Thursday the 27<sup>th</sup>. Dave will check with Shawna from MHA about getting a conference phone set up so those not attending MHA can call in to the board meeting.
  - HIMSS will share a booth with Montana Tech – board members will need to dedicate time to work at the booth.
  - Kristin/Deb tasked with developing an informational brochure to recruit members that we can hand out at the booth.
  - Marcy will send out a communication to members about HIMSS/MHA in early September.
- Board Membership
  - Student Liaison
    - Jim and Charie will ask a few students if they are interested in this position. They will get back to us in the next few weeks
    - A student liaison for Wyoming might also be a position that we could create. HIT classes are being taught in Laramie and Cheyenne. Deb will check on that and let us know.
  - HIE Liaison
    - This position is not being filled anymore as the officers felt it was of little value to our board at this time. We will continue our current relationship with HealthShare Montana.
  - Advocacy Chair
    - This chair was also not filled due to officers not knowing if it is necessary. A discussion arose about the need for advocacy – member board members feel this would be an asset to our board. James Cox knows someone who may be interested in this position. Marcie will develop a short job description for this chair so the person filling it will have more of an idea around what our board needs from them.
- Budget
  - A basic budget for this next fiscal year was developed by Dave. He sent it out to the financial review committee and will send it out to the rest of the board members.
- **New Business:**
  - Leadership Conference Training
    - Charie briefed the board with what she had learned from the leadership conference training in July. See attached PowerPoint presentation.
  - Chapter Goals Review
    - The need to review chapter goals at each meeting was examined. At all future board meetings, chairs will report on their goals and how they are achieving them. This will be a standing agenda item. They can also decide which goals they want to focus their time/energy on.
  - SharePoint
    - Dave is sending Jordan our information in order to get us setup with SharePoint accounts. Jordan will send us our usernames/passwords.
- **Standing Agenda Items and Chair Reports:**
  - Financial Report – John
    - See attached financial report from FY 011-2012
    - Will start using Wave Accounting to assist with record-keeping.
    - John will upload all bank statements to Sharepoint
    - Marcie will check with Rita to see if she can get added to the account.
  - Membership Report – Deb and Kristin
    - See attached report.

- Deb will send out a “Welcome to HIMSS” email to all new members who joined in May/June/July.
  - Website – James C. and Damien
    - Nothing to report – John, Damien and James are going to work together to get Damien and James started working on the website.
  - Student Issues – Jim A.
    - Jim will prepare 2-3 SMART goals – including one which will work on diversifying student membership to other schools
    - Jim would like HIMSS to accredit schools for HIT, similarly to what AHIMIA does for HIM. He asked for the board’s permission to do this from the standpoint of Montana HIMSS. The board agreed with the criteria, but wanted to ensure this is presented in a way that all Montana and Wyoming schools with similar programs would benefit – not purely Montana Tech. Jim agreed and will work on this proposal.
- **Open Discussion**
  - There is a desire for @mthimss.org email addresses so all communications to members can go through an account that is affiliated with HIMSS. John will check to see if this is something our website supports.
  - Deb asked about the CE credits for CPHIMS regarding the webinars Eide Bailly is putting on. HIMSS can co-sponsor with vendors on things like this. This would be a good way for MT HIMSS to get involved in more educations.
  - James suggests WebEx Connect to allow videoconferencing to allow better communication when meetings are held via teleconference or for instances where board members cannot attend.
  - A conversation was held about moving board meetings around the state. Tom offered to hold meetings at Benefis. Another possibility is Billings. This is something we will look at doing for our next meeting (after MHA).
  - National Health IT Week is September 10-14. We would like to do something for MT/WY HIMSS chapter members – although we aren’t exactly sure what to do. Dave, Deb, and Marcie will work this.
- **Action/Next Business Items**
  - Charie and Rita to send out attendee survey along with information about CE credits.
  - Toni to reach out to Candy to check on status of getting presentations from spring conference. Candy will get these to James/Damien to have uploaded to website. Dave will send any presentations he finds on his laptop as well and inform Toni and Candy if he is unable to find any.
  - John to upload pictures from spring conference to website.
  - Dave to send budget to the rest of the board.
  - Dave to check with Shawna Clark about getting teleconference phone setup at MHA conference.
  - Kristin/Deb to develop brochure to recruit members at the MHA conference.
  - Marcy to send out a communication to members about HIMSS/MHA in early September.
  - Jim and Charie to look for student to fill student liaison position.
  - Marcie to develop advocacy chair job description.
  - John to check on @mthimss.org email addresses.
  - Deb to send out a welcome email to all new MT/WY HIMSS members.
  - Marcie, Deb, and Dave to find and send a gift to our state membership for National HIT week.